GRANT APPLICATION GUIDELINES

For

Greater Hampton Roads Fine Arts and Humanities

Chesapeake Fine Arts Commission Hampton Arts Commission

Newport News Arts Commission

Norfolk Commission on the Arts and Humanities Portsmouth Museum & Fine Arts Commission Suffolk Fine Arts Commission Virginia Beach Arts and Humanities Commission Williamsburg Area Arts Commission Arts Council of York County

- Please provide all information requested below in the order listed.
- Once completed, deliver to the appropriate Commission office at the time and date specified by the Commission to which you are applying.
- The Commission will not accept faxed or emailed applications; original signatures are required.
- Please type answers to all of the following sections on your own paper following the numbered sequence. Include page numbers on all pages.
- Excluding supporting documentation, please use no more than six (6) 8 ½" by 11" pages, typed on one side, using a typeface of 12 points or larger.
- Should you need additional information, you may contact the office of the Commission to which you are applying.
- Please type "FY16 Grant Application for General Operating Support" or "FY16 Grant Application for Project Support," depending on the grant category, at the top of the page.

All applicants please respond to questions 1-8: (ITEMS 1-8 WILL BE THE FIRST PAGE)

- 1. Applicant organization's name, address, zip code, telephone, fax, e-mail, URL
- 2. Federal employer ID number
- 3. Name, title, telephone number, e-mail of contact person for more information about this application
- 4. Organization or project director (if different from contact person)
- 5. Amount requested from this Commission. What is your total estimated operational/project budget? Amount requested is what percentage of estimated operational/project budget?
 - a. If applying for an operating grant, indicate the amount requested as a percent of the estimated operating budget.
 - b. If applying for a project grant, indicate the amount requested as a percent of the estimated project budget.
- 6. Title and brief summary of project/general operations. Title should specify the nature of the activity for which funding is requested. In 2-3 sentences, briefly summarize the proposed project/general operations.
- 7. Start and end dates
- 8. Statement of organization's mission
 - a. When was your organization founded?
 - b. When was your organization incorporated?

Please respond to items 9-11 if you are applying for a **Project Grant**:

- 9. Description of the project (no more than ¾ of a page). Include specific information on the nature of the activity, sites, artists involved, and the way you developed plans for the project and involvement of any partners in this project. Is this a new project, onetime only, or expansion of a project already in existence? Is it a pilot for a future program?
- 10. a. Anticipated audience/number of participants show estimates for each performance and totals

	Project/Performance	Paid Audience	Unpaid Audience	Paid Artists	Unpaid Artists
Total					
Total					

b. Anticipated audience for the project. Who is the primary audience for this project (artists, general public, children, racial/ethnic groups, special constituencies, etc.)? How does the proposed project serve the needs of the community/audience targeted?

11. Relationship of the project to your organization's mission or purpose.

Please answer ques	estions 12-17 if y	ou are applying	g for an O i	perating	<u>Grant</u>

- 12. What are your primary programs?
- 13. Who is your primary audience?
- 14. List specific ways in which the citizens of this municipality will benefit from the activities of your organization (admission taxes, venues used, etc.).
- 15. Summarize your organization's accomplishments during the past twelve months.
- 16. Describe any change in activities planned for the grant period requested.
- 17. Anticipated size of audience/number of participants show estimates for each type of program and totals (i.e. education, outreach, main stage productions, exhibits, workshops, etc.)

	Type of activity	Paid Audience	Unpaid Audience	Paid Artists	Unpaid Artists
Total					

All applicants please respond to items 18-29:

- 18. How will you modify your plans if you receive partial or no funding rather than full funding? What other funding will you use?
- 19. Does your organization currently receive funding from the City of Newport News (other than in the form of a NNAC grant)? If yes, how much?
- 20. Has your organization ever received funding from the City of Newport News (other than in the form of a NNAC grant)? If yes, when and how much?
- 21. Does your organization currently receive funding from any other local municipality? If yes, how much?
- 22. Has your organization ever received funding from any other local municipality? If yes, when and how much?
- 23. Marketing & Outreach: Describe your marketing and outreach efforts, including both advertising and publicity efforts.
- 24. Evaluation: Describe how the effectiveness and impact of the project/programs will be evaluated and measured.
- 25. How many people are currently employed and/or volunteering their efforts to your organization? Estimate the number of volunteer hours.

26.	Other specific requirements of the	ne	Commission.
		rformances your organization will provi	
	Total # of performances:		•
	List Venues:		
	_		
	<u>_</u>		
28.	If applicable, is your organization	n willing to perform at the Downing-Gro	oss Cultural Arts Center?
	yes	no	

29. Please type the following statement:

"I hereby certify that to the best of my knowledge, all information, including the budgetary information, in this application is true and correct and that the governing body of the applicant has duly authorized the filing of this application. I certify that the applying organization is in compliance with Title VI (42 USC Section 2000D) and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 (29 USC Section 794), Title IX of the Education Amendment of 1972, the Age Discrimination in Employment Act of 1967, the Immigration and Control Act of 1986 and all other applicable state and federal acts." Below this statement please type the name and title of the person applying, and provide an original signature.

GRANT APPLICATION ATTACHMENTS

Commission will indicate by an 'X' whether the particular item is required or optional and then indicate the number of copies requested. Attach in the following order, if applicable.

Description of Attachment		Required	Optional	# of copies
1.	Letter of Determination from the Internal Revenue Service [(501)(c)(3) Status].	X		1
2.	Names and addresses of board members and officers.	X		1
3.	List of paid staff (names, titles, addresses, work phone numbers).	X		1
4.	Organization's bylaws, ONLY if not previously submitted or changed since last submission.		X	1
5.	Last fiscal year's audited financial statement. If an audited statement is not available, attach a copy of the Form 990 or a final treasurer's report. *	X		11
6.	Annual Report (if available).		X	1
7.	List grant requests during the last five years to this Commission and award amounts.		X	1
8.	Resumes of principal staff members, including Program Director.		X	1
9.	Resumes of principal artists involved.		X	1
10.	Examples of appropriate recognition of locality or Commission's past support of your organization.	X		1
11.	Examples of your organization's programs, brochures, press clippings or a description of last year's programs and accomplishments.		X	1
12.	Documents in support of project (3 max.).		X	1
13.	If this project represents a partnership or collaboration with another organization or institution, include a letter from the other organization(s) endorsing the project, as one of the three documents (from #12 above).		X	1

^{*} Note: Please include a copy of your organization's financial statements or Form 990 with each grant application package.

PROJECT BUDGET (SHORT FORM)

Estimated Expenses Description		Estimated Revenues Description
Artists fees		Grant Amount Requested
Rental (facility, exhibit, etc.)		Admissions
Marketing		Private Contributions
Evaluation		Corporate Sponsorships
		Other Grants
Other (itemize)		Other (itemize)
TOTAL		TOTAL
NET PROFIT/LOSS		